State of Tennessee
HCFA/Bureau of TennCare
Long Term Services and Supports

Working Title Job Title: Compliance Analyst (Executive Service), Long Term Services and Supports

State Classification Title: Statistical Analyst 3

Summary: The Audit and Compliance unit of Long Term Services and Supports (LTSS) is seeking a Compliance Analyst who will compile data, perform analysis and generate information to evaluate the performance of LTSS contractors and the effectiveness of LTSS programs and projects. This position will work under the supervision of one of the Assistant Directors of Audit and Compliance.

Distinguishing Features: The central function of the LTSS Audit and Compliance unit is to provide information for the management of the CHOICES program (for the elderly and physically disabled population), the 1915c waivers (for the intellectually disabled (ID) population) and payment reform initiatives. This position receives data sets from contractors, validates incoming reports, aggregates and analyzes the data and produces actionable information and reports. The selected individual will possess a background in healthcare and data analysis with the ability to communicate complex information in a clear and concise manner. (Note: The State Classification for this position is Statistical Analyst 3, Executive Service, with a Salary Grade of 27)

Primary Roles and Responsibilities:
- Retrieve reports from multiple sources to validate/verify data from LTSS contractors
- Perform analysis of contractor reports to evaluate contractor compliance and performance and to identify areas for program improvement
- Analyze data to identify trends and patterns of performance
- Production of actionable information
- Conduct quality reviews of LTSS data to verify accuracy and completeness for internal and external reporting
- Develop and implement new reporting tools and processes
- Assist the supervisor and Audit and Compliance unit with special projects

Minimum Qualifications:
Education and Experience:
- Bachelor's degree with course work in human services, healthcare, mathematics/statistics, or business
- One year of experience in healthcare, preferably related to Medicaid, managed care, nursing facilities and/or programs for the elderly, physically disabled and intellectually disabled populations
- One year of experience in data analysis, reporting and/or compliance, preferably related to healthcare
Special Requirements:
- Ability to interact with data management software, including SharePoint, Access and Excel. Experience with templates, pivot tables, macros and other advanced techniques is required.
- Strong written and oral communication skills
- Ability to exercise sound judgment

Qualified candidates should send their resume to marcus.tubbs@tn.gov

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